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MEMORANDUM

TO: Participants, "Documenting the Digital Age" Conference

FROM: James B. Gardner, Project Director

RE: Conference details

We appreciate the promptness with which you responded to our invitation to take part in this important meeting. Enclosed is a copy of the program as it stands at this point. You will note that there are several spots yet to be filled--the invitations are out, and we expect to confirm the rest of the participants within the week. I'll follow up with a finalized program as soon as possible. But, even incomplete, the roster of participants is impressive, promising a stimulating and productive conference.

As we get closer to the meeting time, I will provide you with additional details re your various assignments. In case you have not noticed, we have given every conference attendee a formal role in the program. Nine of you are preparing position papers which we hope to make available on a conference Web site around January 17. I'll provide additional information shortly.

Those of you coming from outside the Bay area will need to make your own travel arrangements, but we have made hotel reservations at the Villa Florence, 255 Powell Street, San Francisco, CA 94102; 415/397-7700. In making travel arrangements, keep in mind that it will be difficult if not impossible to secure a hotel room for nights before or after our meeting--unfortunately, large conventions are booked for just before and just after our conference. To facilitate travel back to the East coast, we have adjusted the schedule and will adjourn at 12:30 p.m. instead of 2:30. For those of you from the Bay area who will not be staying at the hotel, parking is available at the Union Square Garage. We do expect each of you to participate in the entire two-day program unless you have cleared it with us in advance.

Your room and tax will be charged to a master account set up by History Associates, but you will need to provide a credit card for incidentals. All meals will be provided--with the exception of dinner on Tuesday evening, catered meals and breaks

will be provided in the hotel's Machiavelli Room, where our sessions will be held. On Tuesday evening, we will provide transportation to the Presidio, where we will have dinner and a chance to see first-hand the operations of Brewster Kahle's Internet Archive.

Please let me know as soon as possible if you have any special needs that we will need to address in making hotel, meal, or travel arrangements. If you will need a nonsmoking room, contact me right away--the hotel has a limited number of such rooms.

According to NSF guidelines, those of you who are federal employees must obtain prior approval from your agency in order to participate in the conference and have any expenses covered by the project--I assume that those of you to whom this applies know what to do.

For each of you I am enclosing the basic listing that we have for you--name, title/position, institution or business, address, phone number, fax number, and e-mail address. Please look this over carefully and either confirm it as accurate and complete or correct the errors, fill in the gaps, and return to me as soon as possible--**NO LATER THAN JANUARY 17**. This information will be provided to each of the conference participants. Since you have such diverse backgrounds and careers, we would also like to provide biographical information on each of you. When you confirm or amend your listing, please send me a one-paragraph narrative bio for distribution to conference participants. We want to compile and print up the listings and bios prior to the meeting, so it is essential that you get this information to me **NO LATER THAN JANUARY 17**.

Finally, we are enclosing a copy of *A Canticle for Leibowitz* by Walter M. Miller, Jr. Some of you may already be familiar with this novel, published in 1959. We ask you to read the first part, "Fiat Homo" (through page 110), which raises important questions about how future cultures will look at or interpret the records we leave behind. The questions Miller raises in this provocative story provide a valuable context for our own discussions in February about how knowledge is sustained and what documents and documentation should be valued and preserved.

If you have questions or need additional information, do not hesitate to call me at 202/363-3420. I can also be reached by fax at 202/785-3948 and by e-mail at 104316.2753@compuserve.com.